



## **Hobbs, Straus, Dean & Walker, LLP Job Announcement**

Hobbs Straus Dean & Walker, LLP, a national law firm with offices in Washington D.C., Portland, Oklahoma City, Sacramento, and Anchorage, seeks a Paralegal for its Portland, OR office, located in Downtown. Hobbs Straus specializes in Native American and Alaskan Native law, and has worked for nearly 40 years to realize positive change in Indian Country. Our attorneys are dedicated to promoting and defending sovereign rights, expanding opportunities for tribes, and improving the lives of American Indians and Alaskan Natives. Our office is committed to the training and professional development of our staff, and seeks applicants interested in supporting our clients in a collaborative environment.

### **Preferred Qualifications:**

- Superior research and writing skills, including experience with Westlaw
- Experience using PACER and CM/ECF for case tracking and court filings
- A strong academic performance history
- Excellent verbal and written communication skills
- Experience cite checking and creating Tables of Authorities
- Federal law practice experience
- High standard of professionalism – work product and conduct
- Ability to easily navigate a multicultural environment and client base
- Detail-oriented and highly organized
- Discretion and the ability to handle confidential information
- Expertise in time management and prioritization
- Ability to multitask and meet deadlines
- Ability to work independently and manage large workloads
- Strong interpersonal skills and the ability to work well with others in a highly collaborative environment
- Strong knowledge of Microsoft Office, including Word, Excel, PowerPoint, and Outlook
- Strong knowledge of document editing in Adobe Acrobat
- Oregon State Notary, or eligible and willing to become a Notary
- High school diploma or general education degree (GED) required
- Bachelor's / Associate's / or Certificate in Paralegal Studies preferred
- Minimum of 3 years of experience as a paralegal, legal assistant, or legal secretary, required.

### **Responsibilities:**

- Research regulations, laws, companies, and legal articles to assist with the preparation of reports, case files, and legal advice
- Collect, examine, and organize legal documents for attorney review and case preparation
- Draft legal documents and pleadings, including deposition notices, subpoenas, motions, certifications, and complaints
- File and serve documents with tribal, federal, and state courts, both electronically and via USPS

- Research court rules with close attention to detail
- Docket and track important court and regulatory deadlines
- Report on teleconferences, consultations, conferences, and webinars
- Provide support for hearings and trials, arbitrations, mediations, administrative proceedings, and closings of real estate and financing transactions
- Manage, organize, and maintain documents in paper and electronic filing systems
- Provide general administrative assistance, such as:
  - Backup support for incoming phone calls; draft and finalize correspondence
  - Format documents; prepare revisions and redlines to documents as directed
  - Coordinate responses to client audit letters
  - Coordinate mailings and courier services

**Salary/Benefits:**

- Competitive salary with the potential for annual performance-based bonus and raise
- Employer-paid medical, dental, and vision insurance for Employee
- Life insurance
- Short-term disability insurance
- Generous Parental Leave Policy
- 401k + Employer contribution
- PTO + paid federal holidays

To apply: Interested candidates should submit a cover letter and resume to Eleanor Manning at [emanning@hobbsstraus.com](mailto:emanning@hobbsstraus.com).

Thank you for your interest in Hobbs, Straus, Dean & Walker, LLP.

[www.hobbsstraus.com](http://www.hobbsstraus.com)